



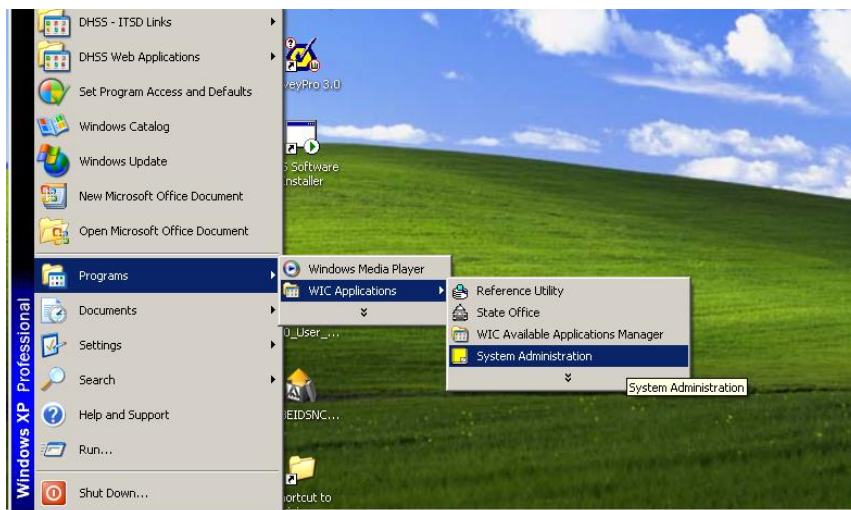
Missouri WIC Information Network System

Referral Information

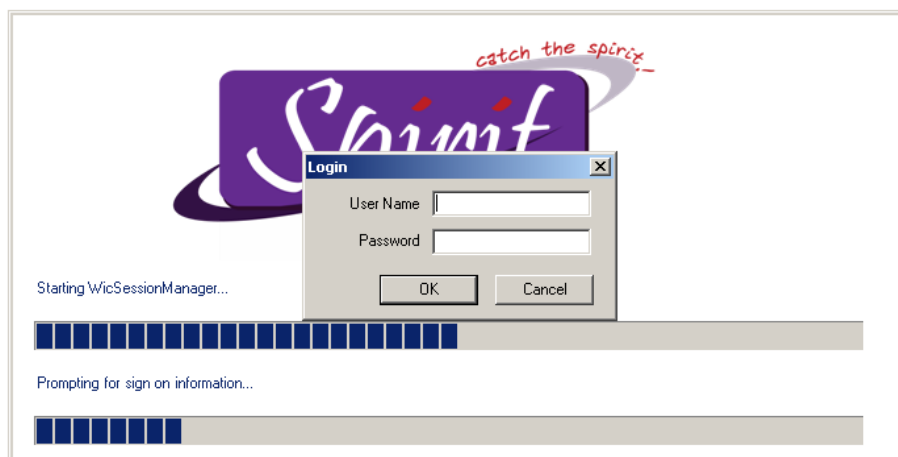
**Missouri Department of Health and Senior Services
Bureau of WIC & Nutrition Services
FFY 2010**

ADDING, MODIFYING AND DELETING REFERRALS

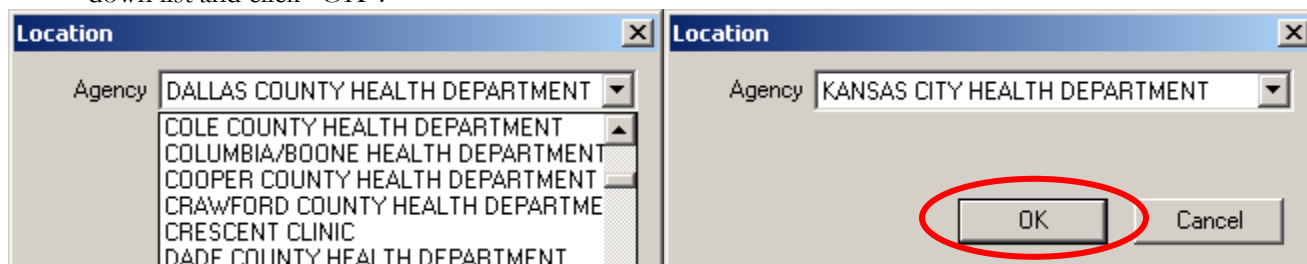
1. To add an organization for referral, you must log in to the MOWINS system. Click on the “START” button, select “PROGRAMS”, “WIC APPLICATION” and select “SYSTEM ADMINISTRATION”.



2. You will see the following screen. Enter your MOWINS ID (All capital letters) and password (case sensitive). Click “OK” *If you are already signed into MOWINS, this step will be skipped.*



3. A screen will open for you to select the county agency you want to add a referral for (i.e. Salvation Army Bellefontaine Corps-KC). In this case, we are adding the organization, Salvation Army in the referral list for Kansas City Health Department, so you will need to select Kansas City Health Department from the drop down list and click “OK”.



ADDING, MODIFYING AND DELETING REFERRALS

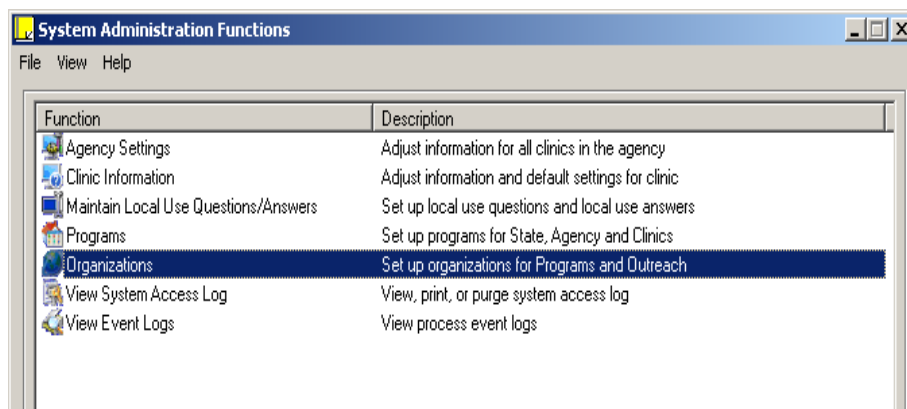
4. From the following screen, you will need to double click on “Organizations”

Definitions to know for entering referrals:

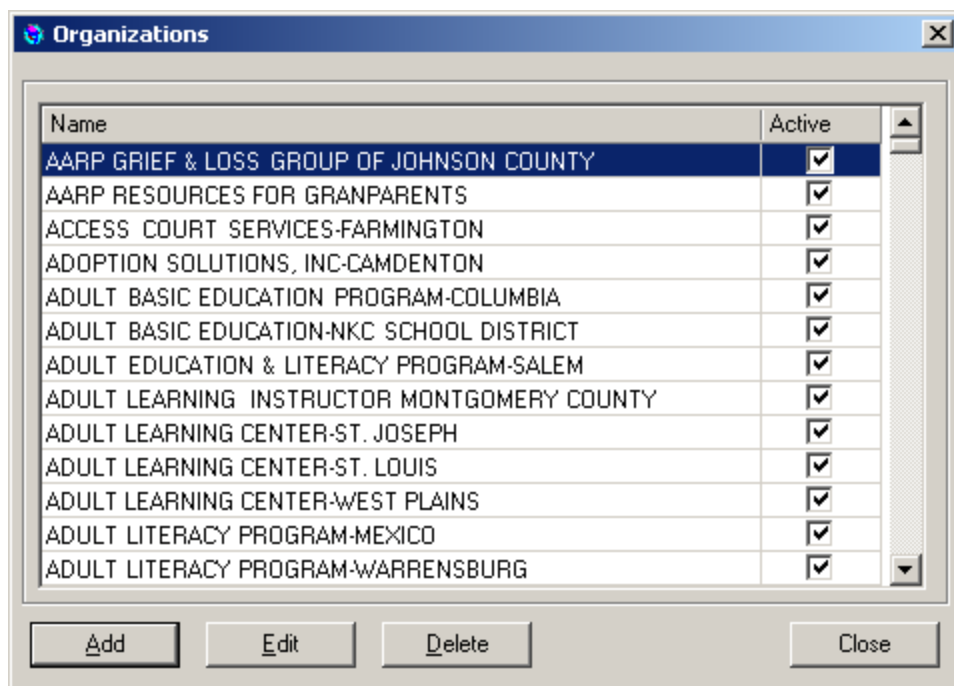
Program – This is the type of Service that is available (i.e. Adult Education, Child Care, Multi-Service Agency, etc.)

State – Agency information – Statewide

Organizations – Agency information – Local specific



5. The screen that opens will list ALL of the organizations that have been entered into MOWINS for all agencies within Missouri. This will not be limited to your specific agency.



ADDING, MODIFYING AND DELETING REFERRALS

6. Scroll through the list to see if the Organization you wish to enter is already in the MOWINS system. In this example, we are going to add Salvation Army. *If it is already in the list, select "CLOSE" and go on to Step 9. If it is not, continue on to Step 7.*

Name	Active
SALVATION ARMY BOOTH SERVICES-ST. JOSEPH	<input checked="" type="checkbox"/>
SALVATION ARMY CHURCH-ARNOLD	<input checked="" type="checkbox"/>
SALVATION ARMY HEADQUARTERS-KANSAS CITY	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT SHOP-COLUMBIA (PARKADE)	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT SHOP-COLUMBIA (WALNUT ST)	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT STORE-ARNOLD	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT STORE-CHILLICOTHE	<input checked="" type="checkbox"/>
SALVATION ARMY-BRANSON	<input checked="" type="checkbox"/>
SALVATION ARMY-CHILLICOTHE	<input checked="" type="checkbox"/>
SALVATION ARMY-COLUMBIA	<input checked="" type="checkbox"/>
SALVATION ARMY-COOPER COUNTY	<input checked="" type="checkbox"/>
SALVATION ARMY-ELDON	<input checked="" type="checkbox"/>
SALVATION ARMY-EXCELSIOR SPRINGS RSSC	<input checked="" type="checkbox"/>

Buttons: Add, Edit, Delete, Close

Notice there are several listings for the Salvation Army. However, there is not a listing for the Salvation Army Bellefontaine Corps-KC, so you will want to click on the "ADD" button to add this organization to the list.

7. A fill-in-the blank mask will open for you to enter the information. When entering information, be sure to use all CAPS.

Required Fields:

- Name
- Address
- City
- State
- Zip
- Telephone 1
- Active Checkbox

When entering the name of an organization, enter the title,dash (-),city/county name (i.e. SALVATION ARMY BELLEFONTAINE CORPS-KC) Please do not put any spaces between the organization name, the dash and the city/county, as this will make it difficult to find city/county specific organizations.

Fields: Name, Address, County, City, State, ZIP, Telephone 1, Telephone 2, Contact, Email, Is Outreach Agency

Affiliated WIC Agencies:

- WIC HELP DESK AGENCY
- ANDREW COUNTY HEALTH DEPARTMENT
- ATCHISON COUNTY HEALTH CENTER
- ST. JOSEPH/BUCHANAN COUNTY HEALTH DEPARTMENT
- NODAWAY COUNTY HEALTH CENTER

Buttons: OK, Cancel

ADDING, MODIFYING AND DELETING REFERRALS

Add Organization

Name: SALVATION ARMY BELLFONATAINE CORPS-KC

Address: 3013 E 9TH ST

County: [Dropdown] City: KANSAS CITY

State: MO ZIP: 64124-0000

Telephone 1: 816-241-2526 Telephone 2: . .

Contact: [Text Box]

Email: [Text Box]

☐ Is Outreach Agency

Affiliated WIC Agencies:

- WIC HELP DESK AGENCY
- ANDREW COUNTY HEALTH DEPARTMENT
- ATCHISON COUNTY HEALTH CENTER
- ST. JOSEPH/BUCHANAN COUNTY HEALTH DEPARTMENT
- NODAWAY COUNTY HEALTH CENTER

☒ Active

OK Cancel

8. Notice all required fields are completed using capital letters. Do not forget to check the “Active” box. Forgetting this will not allow you to add this organization to the agency-specific Referral Listing. When finished, click OK. This organization will now be added to the list.

Follow this process for each organization you wish to add to the listing. In order to verify that the organization has been added to the listing, you will need to close out and reopen that window.

9. In order for this Organization to be associated with your specific agency, you will need to click on the “CLOSE” button to get back to the screen below. At this screen you will need to double click on “PROGRAMS”.

Organizations

Name	Active
SAFEHAVEN SYNERGY (TEENS)-PARKVILLE	<input checked="" type="checkbox"/>
SAFEHAVEN SYNERGY (WOMEN)-PARKVILLE	<input checked="" type="checkbox"/>
SAFEHAVEN SYNERGY-PARKVILLE	<input checked="" type="checkbox"/>
SAINTS JOACHIM AND ANN CARE SERVICE-ST. CHARLES	<input checked="" type="checkbox"/>
SALEM MEMORIAL DISTRICT HOSPITAL	<input checked="" type="checkbox"/>
SALVATION ARMY BELLFONATAINE CORPS-KC	<input checked="" type="checkbox"/>
SALVATION ARMY BOOTH SERVICES-ST. JOSEPH	<input checked="" type="checkbox"/>
SALVATION ARMY CHURCH-ARNOLD	<input checked="" type="checkbox"/>
SALVATION ARMY HEADQUARTERS-KANSAS CITY	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT SHOP-COLUMBIA (PARKADE)	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT SHOP-COLUMBIA (WALNUT ST)	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT STORE-ARNOLD	<input checked="" type="checkbox"/>
SALVATION ARMY THRIFT STORE-CHILLICOTHE	<input checked="" type="checkbox"/>

Add Edit Delete Close

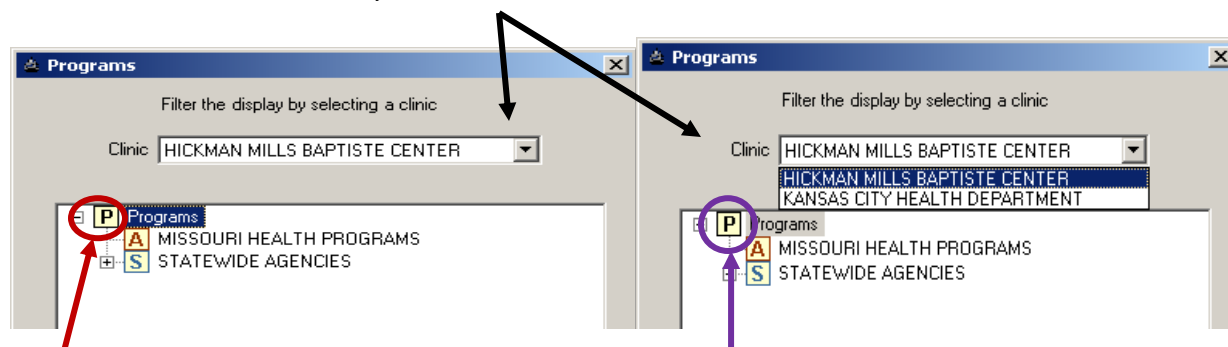
System Administration Functions

File View Help

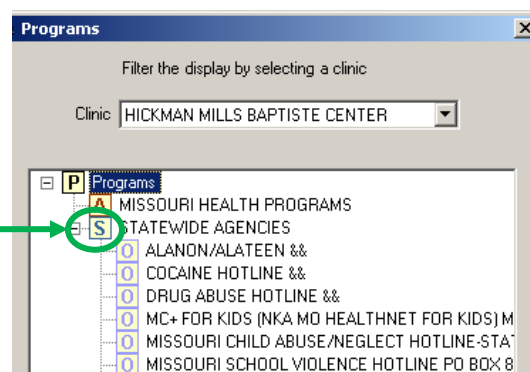
Function	Description
Agency Settings	Adjust information for all clinics in the agency
Clinic Information	Adjust information and default settings for clinic
Maintain Local Use Questions/Answers	Set up local use questions and local use answers
Programs	Set up programs for State, Agency and Clinics
Organizations	Set up organizations for Programs and Outreach
View System Access Log	View, print, or purge system access log
View Event Logs	View process event logs

ADDING, MODIFYING AND DELETING REFERRALS

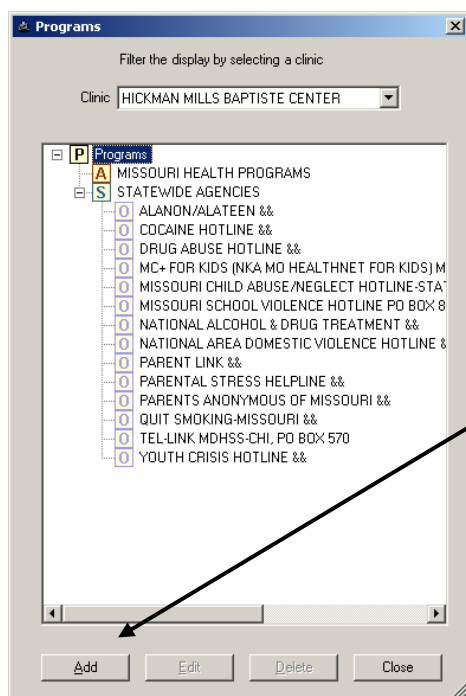
Please notice several items. If you select the arrow down button next to the Clinic name, it will show you all of the clinics in the selected county.



The “P” in front of Programs, stands for “Program Level”. The “Programs” are all of the service types used by each agency. In the sample above, one program is listed as “Missouri Health Programs” and a second program is listed as “Statewide Agencies”. The “A” in front of “Missouri Health Programs” stands for “Agency level”. *All Clinics will have an Agency-level entitled, “Missouri Health Programs”.* The “S” in front of “Statewide Agencies” stands for “Statewide Level”. All Organizations listed under the “S” are available statewide and do not need to be included in the agency level (“A”) programs.



10. In order to add the Organization (Salvation Army Bellefontaine Corps-KC) to Kansas City Health Department’s Program list, you will need to create an Agency level name to associate this service with.



To add a new agency “Program”, Select “ADD” located at the bottom of the screen. If there is already an Agency Level listed, do **not** duplicate, simply add an organization to that heading (*See Step 19*).

Once a participant has been referred to an Organization, that organization cannot be deleted.

ADDING, MODIFYING AND DELETING REFERRALS

Add Program

Description

Program Visibility

☒ State ☐ Agency ☐ Clinic

☐ Link to Parent Program

Referral Organizations

AARP GRIEF & LOSS GROUP
AARP RESOURCES FOR GRANDPARENTS
ADULT LEARNING CENTER-ST. JOSEPH
ADULT LEARNING CENTER-WEST PLAINS
ADULT LITERACY PROGRAM - WARRENSBURG
ADVANCEMENT FOR THE DEVELOPMENTALLY DISABLE, INC
ALANON/ALATEEN
ALCOHOL ABUSE REFERRAL LINE

OK Cancel

11. In the Description Area, enter the Service type (i.e. Child Care, Medical/Mental Health Agency, etc.). This will be listed under “Program” for this specific county. Enter all information using Capital Letters.

12. Program Visibility – This will automatically have “State” selected, click on “Agency”. This will prompt the system to list all agencies. Select the agency you are working out of, in this case Kansas City Health Department. At no time should “Clinic” be selected as you will only work in your specific LWP.

Add Program

Description: MULTI-SERVICE AGENCY

Program Visibility

☐ State ☒ Agency ☐ Clinic

☐ Link to Parent Program

Referral Organizations

HARRISON COUNTY HEALTH DEPARTMENT
HENRY COUNTY HEALTH CENTER
HICKORY COUNTY HEALTH DEPARTMENT
HOLT COUNTY HEALTH DEPARTMENT
HOWARD COUNTY HEALTH DEPARTMENT
HOWELL COUNTY HEALTH DEPARTMENT
IRON COUNTY HEALTH DEPARTMENT
JEFFERSON-FRANKLIN COMMUNITY ACTION CORP
JOHNSON COUNTY HEALTH DEPARTMENT
JOPLIN CITY HEALTH DEPARTMENT
KANSAS CITY HEALTH DEPARTMENT

OK Cancel

13. Referral Organizations – The organizations that are listed in this area are from numerous parts of the state. Scroll through the list and select the Organization to be listed under the Agency Level for your specific agency.

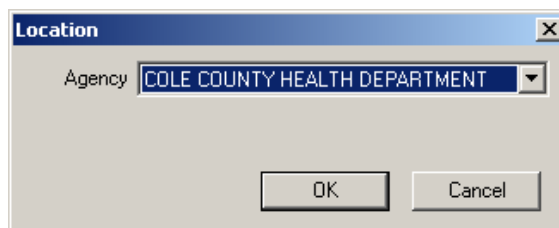
Follow these instructions for each Organization that needs to be associated to your specific agency. The system will allow an Organization to be listed under more than one “Agency” and “Agency Level”.

ADDING, MODIFYING AND DELETING REFERRALS

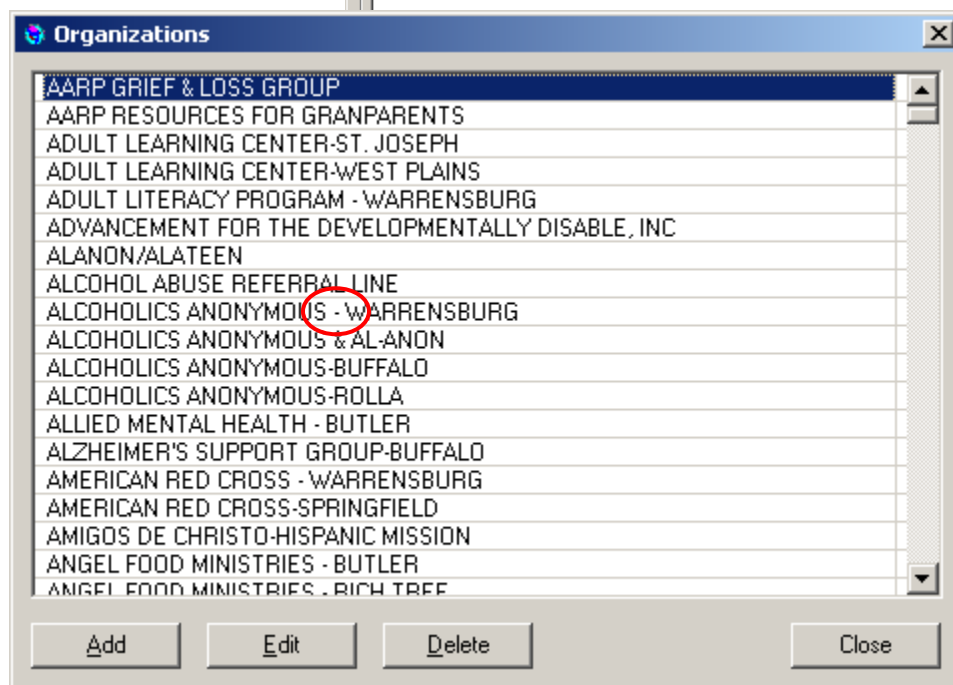
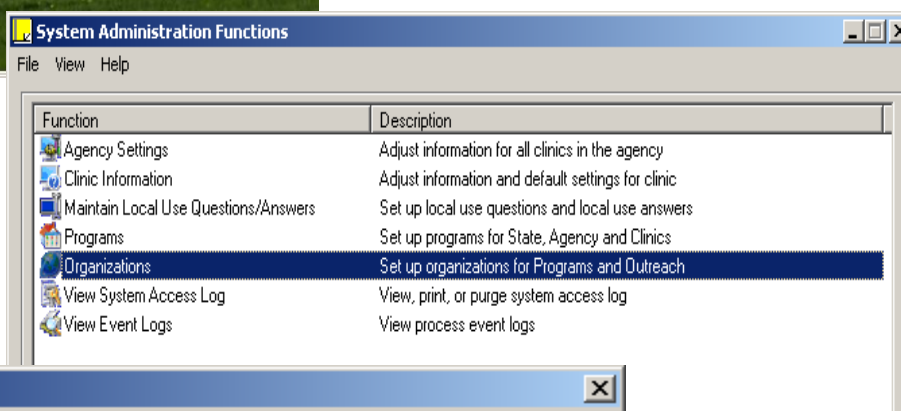
14. To modify an Organization that has already been entered, go into the “System Administration Functions”.



15. Select your county and click “OK”.



16. Double click on “ORGANIZATIONS”.



This is the screen that lists ALL of the Organizations that have been entered into MOWINS.

17. Select the organization that needs to be modified. *Examples – Typographical error, organization has new location or phone number, etc.* In this case, we will select Alcoholics Anonymous – Warrensburg since there are spaces on either side of the dash. After it has been selected, click “EDIT”.

This will open up the Edit Organizations screen.

ADDING, MODIFYING AND DELETING REFERRALS

Notice that not only are there extra spaces on either side of the dash; there is also no address listed.

The ampere signs can be used in lieu of the address in situations when the address, city and zip code are not known.

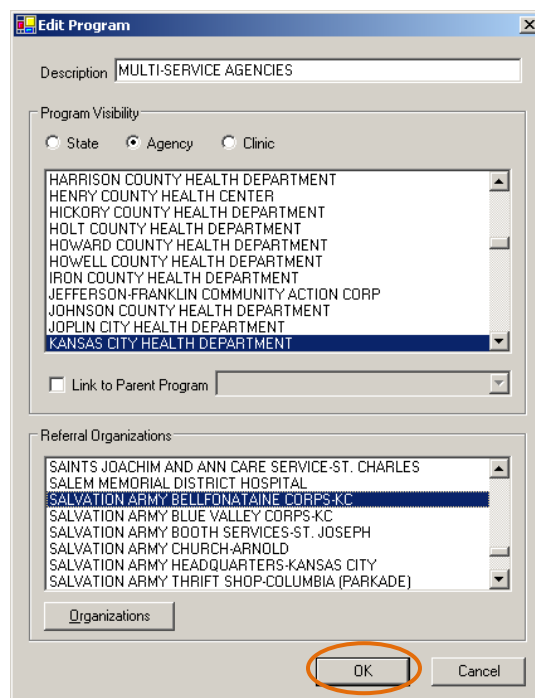
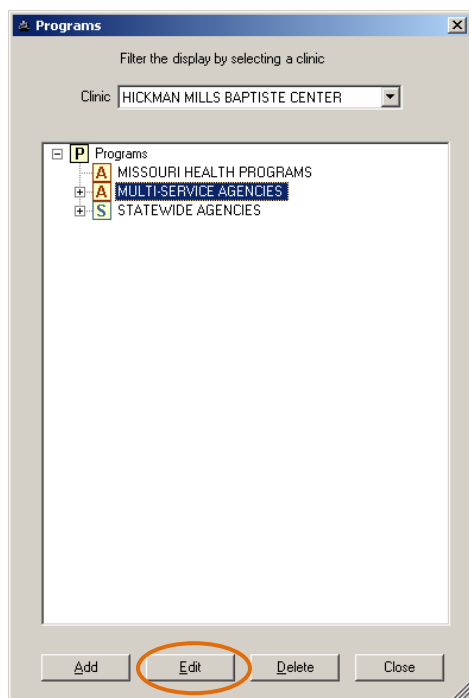
Instances when the zip code is not known enter all 9's, and when the telephone number is not known, enter all 5's.

18. Update the fields that need to be modified. Since we still do not have an address, leave the ampere signs and only fix the Organization Name. Click "OK".

OK Cancel

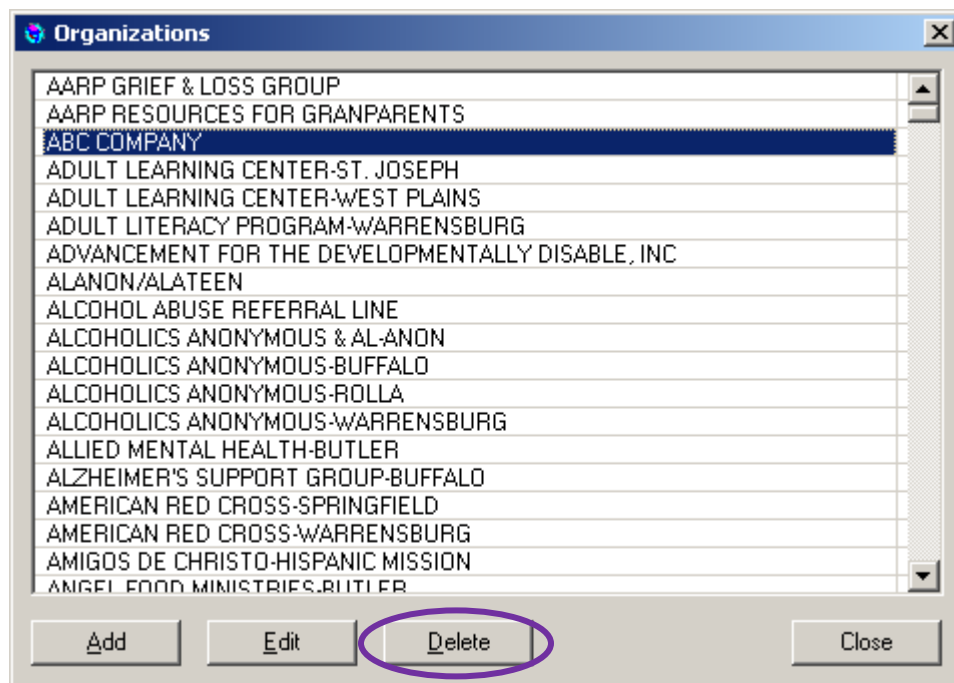
ADDING, MODIFYING AND DELETING REFERRALS

19. To add more Organizations to a Program, select the Program (in this sample, Multi-Service Agencies) and select “Edit”.



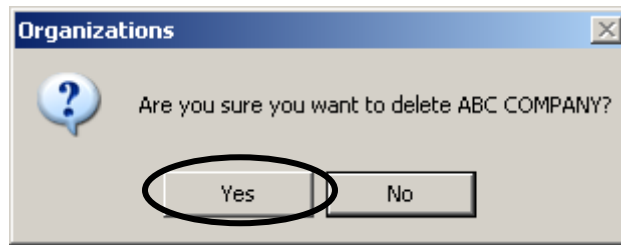
20. The only way to delete an organization is if no participant (in the state) has been referred to it. At the screen that lists all of the organizations (below), scroll through the list until you locate the organization that you wish to delete. In this case, we are going to delete ABC Company because this organization was never used for referrals. Once the organization has been selected, click on the “DELETE” button.

NOTE: Deleting a record should only be done if **absolutely necessary** because other agencies may be using the same referral organization.



ADDING, MODIFYING AND DELETING REFERRALS

21. The computer will ask if you are sure you want to delete the record. Click on “YES”.



You have successfully deleted the record.

If you have questions or need assistance, please contact the WIC Help Desk at 800-554-2544

